



Office of  
**Small Business Programs** (OSBP)  
where small business makes a **big** difference



# NASA Vendor Database Overview and Presentation

Truphelia M. Parker, Program Specialist

May 8, 2018

# Discussion Topics

- NVDB Overview
- NASA employee access and features
- Creating Vendor accounts
- Subcontracting Module
- NASA Small Business Awards Portal

# NVDB Overview

- The NASA Vendor Database (NVDB) was established in 2008 and allows representatives from both large and small vendors who wish to do business with NASA to post company Capability briefs, marketing materials and receive:
  - E-mail updates regarding Sources Sought Notices,
  - Requests for Information (RFIs)
  - Requests for Proposals (RFPs)
  - Office of Small Business Programs quarterly newsletter
  - Outreach event notifications, and much, much more!



# Access the NVDB

- Go to <http://www.osbp.nasa.gov>
  - Navigate to the “How to do business with NASA” Menu
  - Select “NASA Vendor Database”
- Or visit [https://osbp.nasa.gov/vendor\\_database.html](https://osbp.nasa.gov/vendor_database.html)

# Accessing/Creating Vendor Accounts

How to Do Business with NASA > NASA Vendor Database

OSBP Vision and Mission

How To Do Business with NASA

- [Doing Business with NASA \(10 Steps\)](#)
- [NASA Acquisition Forecast](#)
- [About NASA Centers](#)
- [Center Locations](#)
- [NASA Vendor Database](#)
- [Small Business Resources](#)

Business Development and Technology

Small Business Programs

Outreach

Awards and Achievement

Contact Us

Locate a Small Business Specialist

## NASA Vendor Database

Welcome to the NASA Vendor Database (NVDB). This database is open to all vendors, both large and small, who wish to do business with the National Aeronautics and Space Administration. As company representatives, vendors can post capability briefs in any format and sign up for e-mail messages on Source Sought Notices, the NASA Office of Small Business Programs Newsletter, Requests for Information (RFIs), or Requests for Proposals (RFPs).



Click here to register



Registered users login here



# Before You Register

- Have your DUNS number available during the registration process
- Visit <https://www.sba.gov/contracting/getting-started-contractor/get-d-u-n-s-number> for more information



# How to Register



**Office of Small Business Programs**

Administration ▾ Help Login for More Access

**Welcome!**

**NEW! NEW! NEW!**

The subcontracting module is now available as a separate record for registrants. After you register for your basic NVDB account (below) click on the "Subcontractor Details" tab and click yes to join.

**Don't have an account?**

The registration process consists of 4 easy steps:

- Create a Vendor Login
- Search the SAM database for your company's information
- Verify the SAM information
- Subscribe to OSBP emails

**Create Account**

**Existing users**

[Log in to manage your vendor record or email subscriptions.](#)

If you have forgotten your password you can [request a new password](#)

**SAM last updated at 03/13/2017 11:02:10**

- Select "Register for the NASA Vendor Database."
- Click the "Create Account" button, then enter your username and e-mail address.
- You will receive two separate e-mails containing your username and password, respectively.
- Using your new username and password (we recommend that you cut and paste), you may now enter the NVDB. (Note: Quotation marks are not a part of the password.)

# How to Register



- Upon entering the NVDB, you will be prompted to update your password.



# How to Register



The screenshot shows the NASA Office of Small Business Programs website. The header includes the logo and navigation links: Vendor, Search, Administration, Help, and Logout Christopher Grey. The main content area is titled "Manage My Vendor Records" and contains a message: "It doesn't look like you've entered your company's data before." Below this message is a form with the label "What is your business's DUNS number?" and a text input field. To the right of the input field is a button labeled "Retrieve your company's information from SAM".

Office of Small Business Programs

Vendor Search Administration Help Logout Christopher Grey

**Manage My Vendor Records**

It doesn't look like you've entered your company's data before.

What is your business's DUNS number?  [Retrieve your company's information from SAM](#)

- Enter your company DUNS number.

# How to Register

**ELECTRONIC BUSINESS ALTERNATE**

First Name:  
Middle Initial:  
Last Name:  
Title:  
Street Address 1:  
Street Address 2:  
City:  
State or Province:  
Zip Code:  
Zip Code Plus4:  
Country:  
US Phone:  
US Phone Extension:  
Non-US Phone:  
Fax:  
Email:

This information is  
☐ not correct  
☐ correct

Confirm Data


- Verify that company data on the System for Award Management (SAM) has transferred by clicking on the “CCR” tab and selecting “correct” at the bottom of page.
- If the information is not correct, you must update the information in SAM, not NVDB. NVDB is updated daily from SAM.
- Upload the relevant company information (e.g., capability brief).

# How to Register

**ELECTRONIC BUSINESS ALTERNATE**

First Name:  
Middle Initial:  
Last Name:  
Title:  
Street Address 1:  
Street Address 2:  
City:  
State or Province:  
Zip Code:  
Zip Code Plus4:  
Country:  
US Phone:  
US Phone Extension:  
Non-US Phone:  
Fax:  
Email:

This information is  
☐ not correct  
☐ correct



- Verify that company data on the System for Award Management (SAM) has transferred by clicking on the “CCR” tab and selecting “correct” at the bottom of page.
- If the information is not correct, you must update the information in SAM, not NVDB. NVDB is updated daily from SAM.



# Don't Get Left Behind

When requested, renew your subscription annually. If you have forgotten your password, just request another. Remember that your username is your e-mail address.

# Vendor Subcontracting Module

- The subcontracting module is now available as a separate option for registrants.
- By joining the subcontracting module, prime contractors can find subcontracting partners.
- For firms looking for subcontracting opportunities, this module will provide a potential list of NASA partners.
- As with the regular NVDB, the subcontracting module is open to both large and small companies.
- Both current and new registrants must opt in to join the module.

# How to Opt into the Subcontracting Module

Office of Small Business Programs

Vendor Search Administration Help Logout Christopher Grey

Your company's SAM data is now registered with us. Please use the form below to let us know more about your company.

Manage My Vendor Records

Please do not post proprietary information to the NASA Vendor Database.

NVDB Details Subcontractor Details SAM Details Uploads

This information is maintained in the NVDB and can be edited on this screen:

The Subcontractor Program allows for vendors to set their data as subcontractor and allows for vendors to search subcontractor records.

Opt-in to this vendor record as a subcontractor?

☒ No ☐ Yes

Subcontractor Capability Statement

Only the first 3500 characters of your capability statement will be saved. You have 3500 characters remaining. Please consider attaching longer subcontractor capability statements using the "Uploads" tab.

Update

- After registering in the NVDB, log into your account, open “Manage My Vendor Record.”
- Click on the second tab, “Subcontractor Details.”
- Select “Yes” in the drop down menu to join.
- Fill in the capabilities text box.
- Click Update



# Contact OSBP

NASA Office of Small Business Programs

Tel: (202) 358-2088

POC: Truphelia M. Parker

E-mail: [smallbusiness@nasa.gov](mailto:smallbusiness@nasa.gov)

Website: [www.osbp.nasa.gov](http://www.osbp.nasa.gov)

NASA Vendor Database:

<https://vendors.nvdb.nasa.gov>

# BACKGROUND

# How to Register

- Select “Register for the NASA Vendor Database.”
- Click the “Create Account” button, then enter your username and e-mail address.
- You will receive two separate e-mails containing your username and password, respectively.
- Using your new username and password (we recommend that you cut and paste), you may now enter the NVDB. (Note: Quotation marks are not a part of the password.)
- Upon entering the NVDB, you will be prompted to update your password.
- Enter your company DUNS number.
- Verify that company data on the System for Award Management (SAM) has transferred by clicking on the “SAM” tab and selecting “correct” at the bottom of page. If the information is not correct, you must update the information in SAM, not NVDB. NVDB is updated daily from SAM.
- Upload the relevant company information (e.g., capability brief).
- When requested, renew your subscription annually. If you have forgotten your password, just request another. Remember that your username is your e-mail address.